

# Section 14

## Sync Utilities

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TINA

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ACME-EPC

Mike Foster

My Profile

Install Sync

Logout

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upload

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T

TPLT-0000005

Title: Pump Station Upgrade Project

RID: [2305150](#)

1.0.0.0

Released

Controlled

Size: 0 Bytes

Change Information: Rev 0

A

EWD-0000020

Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID: [2305245](#)

0.5.0.0

Submitted

Electrical Wiring Diagram

Size: 35.75 KB

Change Information:

A

EWD-0000020

Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID: [2305240](#)

0.4.0.0

In Work

Electrical Wiring Diagram

Size: 35.75 KB

Change Information:

A

EWD-0000020

Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID: [2305232](#)

0.3.0.0

In Work

Electrical Wiring Diagram

Size: 35.75 KB

Change Information:

A

EWD-0000020

Title: CONTROL PANEL CP-024A RACK 1 SLOT 3

RID: [2305177](#)

0.1.0.0

In Work

Controlled

Size: 35.75 KB

Change Information: Rev 0

A

EWD-0000020

Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID: [2305179](#)

0.2.0.0

In Work

Electrical Wiring Diagram

Size: 35.75 KB

Change Information: Rev 0

A

EWD-0000019

Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID: [2305170](#)

0.1.0.0

Merged

Controlled

Size: 35.75 KB

Change Information: Rev 0

A

EWD-0000019

Title: JJB-1009 JUNCTION BOX LAYOUT

RID: [2305172](#)

0.2.0.0

In Work

Electrical Wiring Diagram

Size: 35.75 KB

Change Information: Rev 0

A

EWD-0000018

Title: CONTROL PANEL CP-024A RACK 1 SLOT 3

RID: [2305166](#)

0.1.0.0

Merged

Controlled

Size: 35.75 KB

Change Information: Rev 0

A

EWD-0000018

Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC POWER DISTRIBUTION WIRING DIAGRAM

RID: [2305168](#)

0.2.0.0

In Work

Controlled

Size: 35.75 KB

Change Information: Rev 0

Effective: Modified: 18/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

Effective: Modified: 17/05/2017 [Mike F](#)

To Download Tina Sync application:

1. Click on Username on Top right of the header .

2. Click the Install Sync Link

0



Preferences

Device Name **NOI101166**

Device Status

Network	Status	Resend
gmail@ACME-EPC	Approved	

Add Network

Login ID **mike.foster@gmail.com** Change Password

Path **C:\Tina** Change Path

☒ Start Tina Sync automatically when you start your computer

☐ Show debug information in balloons.

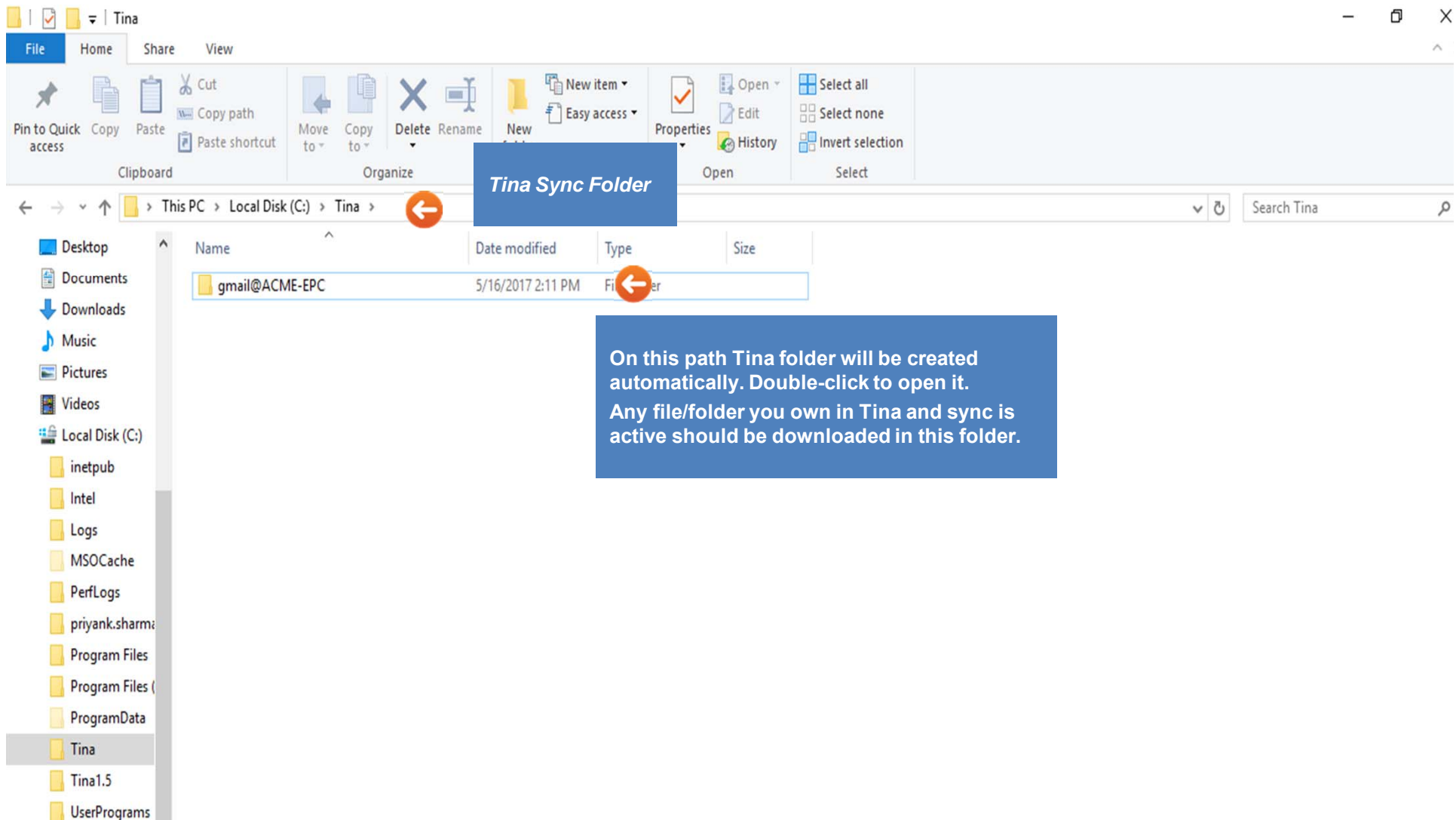
Apply

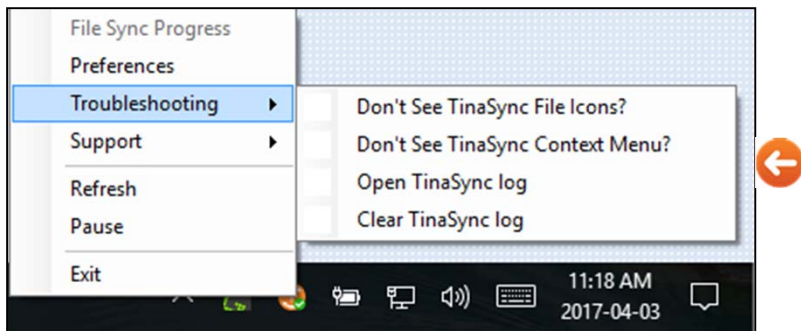


**Note:**

Your Device should be Approved first – then only Sync will fire.

Please contact your Network Administrator.





### Access menu

- Preferences -The purpose of preferences option is to set up your account settings (change path, Add Network , Change password, add and remove network etc.)
- Troubleshooting:
  - Don't see Tina sync File icons?
  - **Open TinaSync Logs** - will display all the logs for a particular user. All the logs will be saved as XML file. Each XML file will contain logs for the same day.
  - **Clear TinaSync Logs** - will permanently delete all the saved logs. The confirmation message will be sent.
- Refresh - By clicking Refresh, synchronization process will start.
- Pause/Resume - During synchronization, Tina Sync can be paused/resumed. Pause/Resume Icon will be changed according to your operation. When sync will pause, Tina Sync icon colour will change to Grey.
- Exit - This will stop the utility functioning and icon will be removed from the status bar and system tray. The confirmation message will be sent.



PC > Local Disk (C:) > Tina > gmail@ACME-EPC

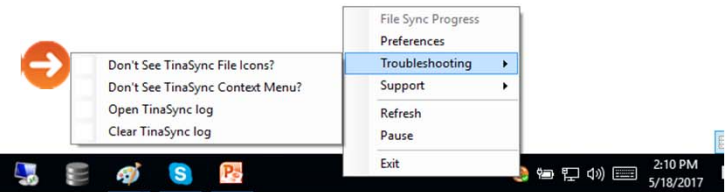
Name	Date modified	Type	Size
 PVT-0000032_2272869_BitLocker	3/6/2017 3:45 PM	Text Document	1 KB
 PVT-0000034_2272873_Source_Document	3/10/2017 10:58 AM	Text Document	1 KB

### Access menu – Troubleshooting

After installing new software some users lose the Lock icons in their local Tina Sync folder when their registry is changed.





To recover the icons, the registry can be automatically updated by using the Troubleshooting option "Don't see Tina sync File icons?" from the Tina Sync context menu.

Note: Only users with Administrative permissions on their local machine will be able to update the registry. Sometimes, Troubleshooting is not updated icons from the first time. Repeat this till you see the icons.

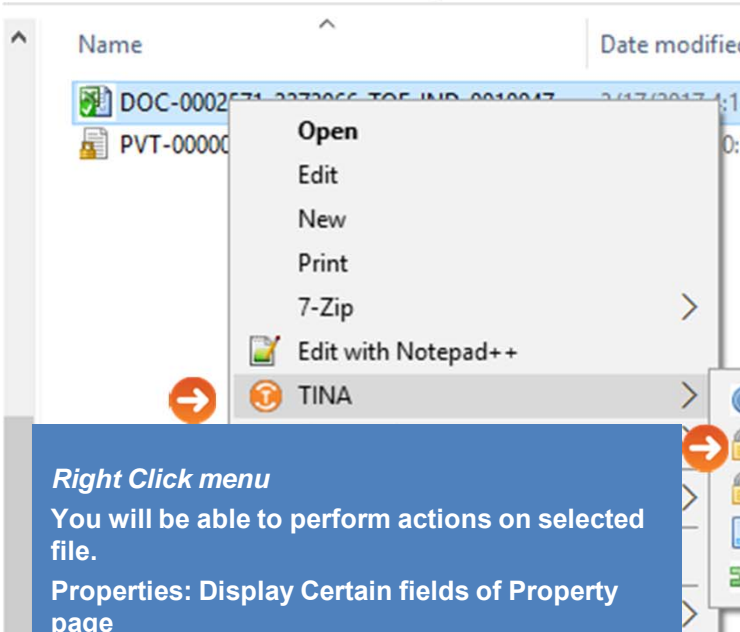


Yellow lock icon indicates that File is locked by you and automatically synced.

Green check icon indicates that File is unlocked or locked by someone else and automatically Synced.

Name	Date modified	Type	Size
  DOC-0002571_2272966_TOF_IND-0010047...	3/17/2017 4:15 PM	Microsoft Word 9...	339 KB
  PVT-0000034_2272873_PVT-0000032_2272...	3/10/2017 10:58 AM	Text Document	1 KB

This PC > Local Disk (C:) > Tina > gmail@ACME-EPC



Double-click to open any file to update it.  
Once you save the record, sync should  
update the file in the web.

#### *Right Click menu*

You will be able to perform actions on selected file.

Properties: Display Certain fields of Property page

Lock: User should be able to lock the record based on permission.

Unlock: User should be able to unlock record

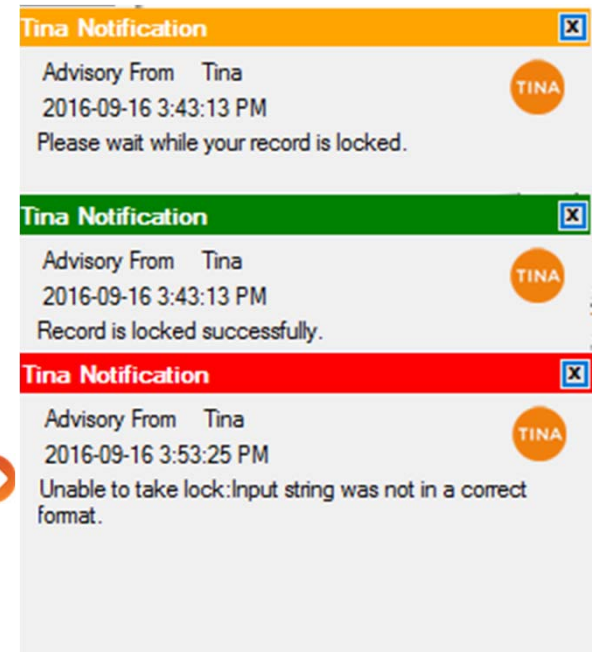
Save as new Version: New version will be created on web

Change Category: To change the category of record.

Properties  
Lock  
UnLock  
Save As New Version  
Change Category

#### TinaSync Notification Type:

- Information (yellow header),
- Confirmation (green header),
- Warning (red header).







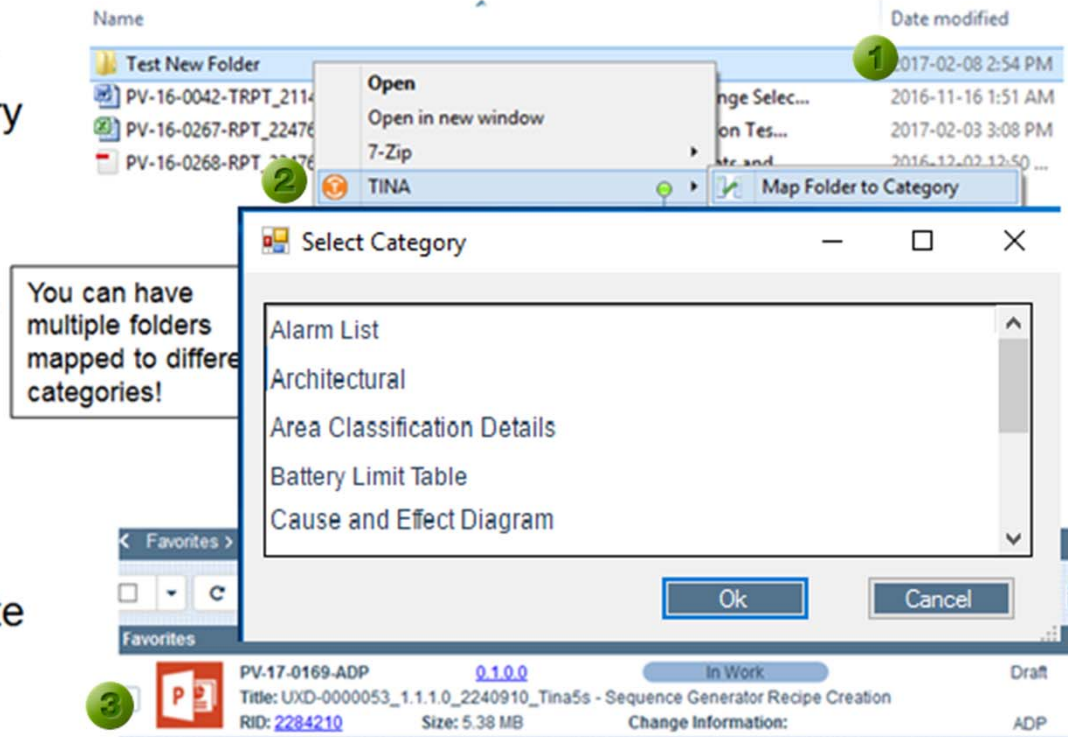
## Create New Record From Tina Sync

You can create a new document by just dropping in into the local Tina directory

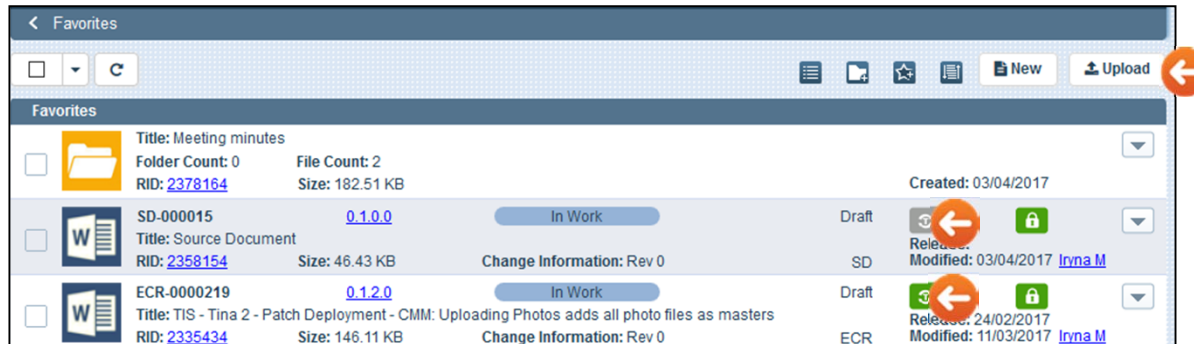
1. Create a new folder in local Tina directory

2. Assign a category

3. Files dropped into the folder will create a new RID of the selected category.



## Sync Status Default Behaviour



By default, *Sync status* is *OFF* (grey colour), if you create a new object from:

- **Upload** - On My Favorites, click the Upload button, select the File and then Category.
- **New** - Create an object from the New button (or navigation link). Select the Category and then File.

**Such files will not be automatically synced to your Tina folder. You have manually to turn sync On.**

***Sync status remains the same as before if:***

- **Upload a new file version to existing object.**
- **Add to Favorites thru Search - search for any RID and Add that object to Favorites.**
- **Move a record from one folder to another.**